Receiving Officials/COR Computer Based Training for FBMS

A supplementary guide to FBMS Acquisitions Receiving Module.

You have new responsibilities

- FBMS is changing the way we do business. As Receiving Officials/CORs you have an important part in ensuring that invoices are correct and accepted for payment.
- You must now electronically certify receipt of goods and/or services.
- This is done through FBMS by entering a Goods Receipt (GR)/Service Entry Sheet (SES).

How important is it to do this?

- Extremely important!
  - We cannot pay the vendors without this process.
  - Financial records will not be updated correctly without this process.
- REMEMBER:
  - Quantities that exceed the ordered amount must have a purchase order modification completed before the receipt process can take place.

What is Workflow?

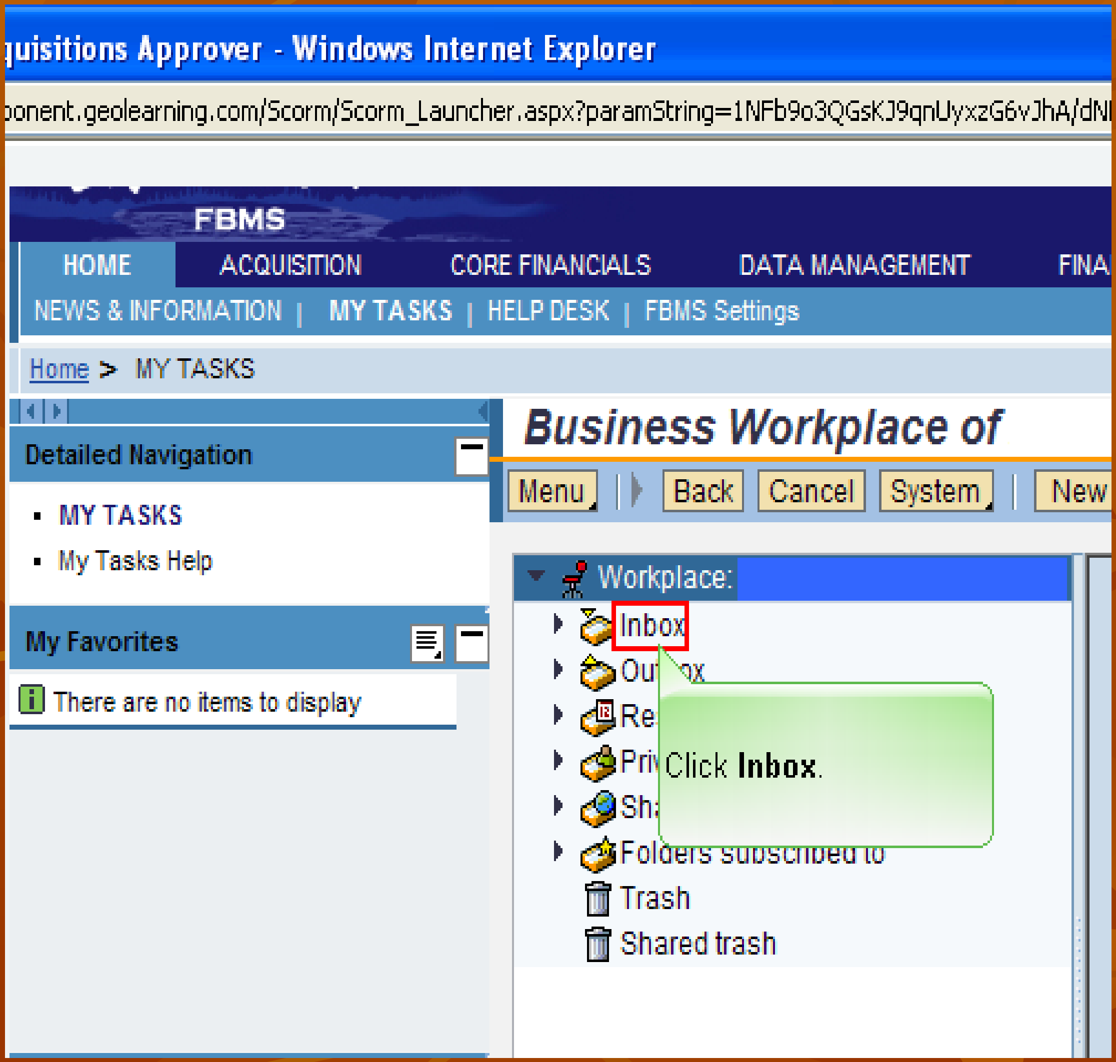
- Workflows are tasks contained in FBMS that must be completed.
- An email notice reminds you that you have a workflow task to take action on.
- It won’t let you forget….
  - After day 4 and day 6 you get an email reminding you that you have tasks to do.
- Notifications come to your email account.
- Tasks are completed through your My Tasks in the portal.

How do I get there?

1. Log onto FBMS at www.fbms.doi.net
2. Username = Active directory logon +blm.gov (i.e., jdoe@blm.gov)
3. Password = Active directory password

Now for workability you need to double click the FBMS Icon and a second tab opens on your screen.

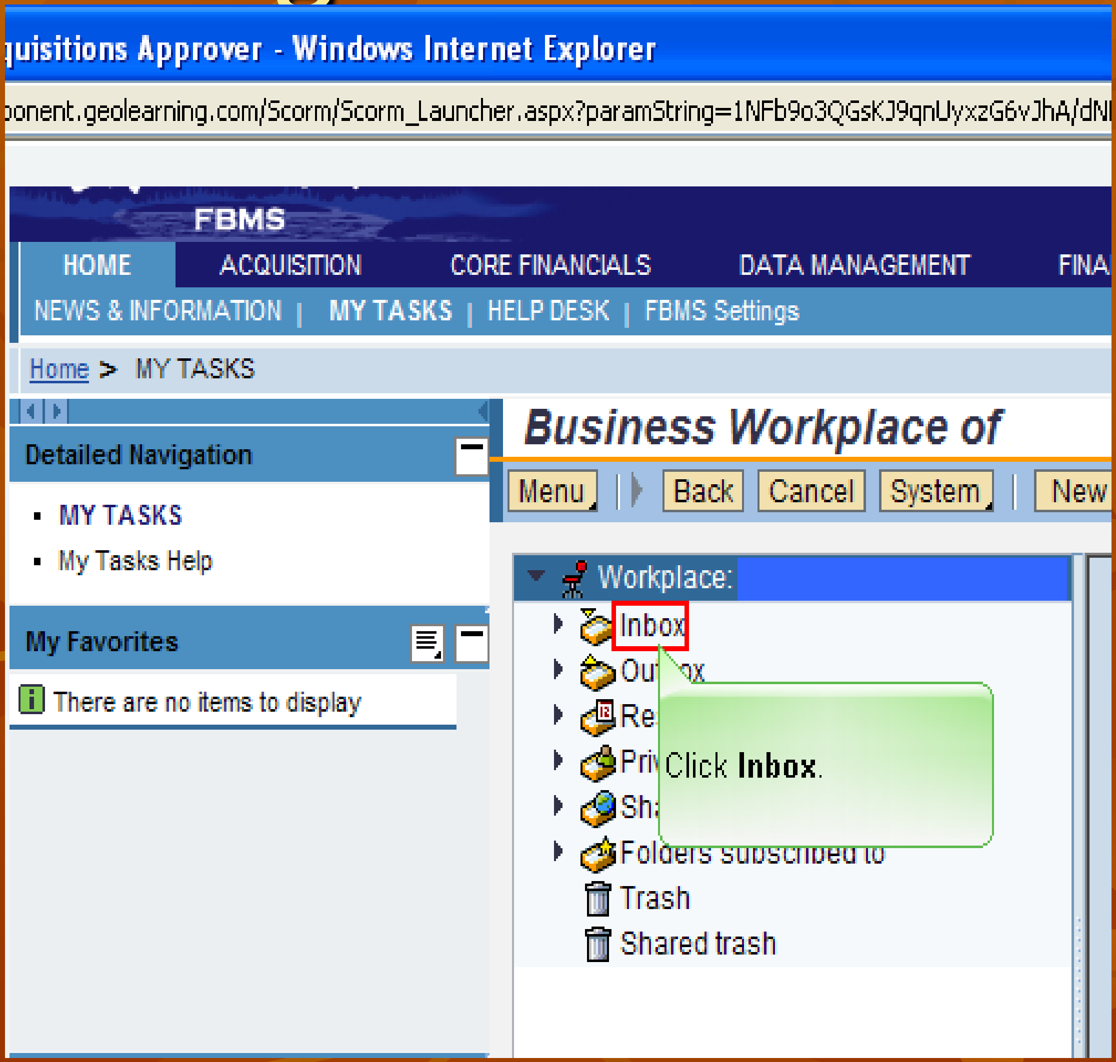
Both tabs will be used later in this presentation, you can open as many tabs as you need.



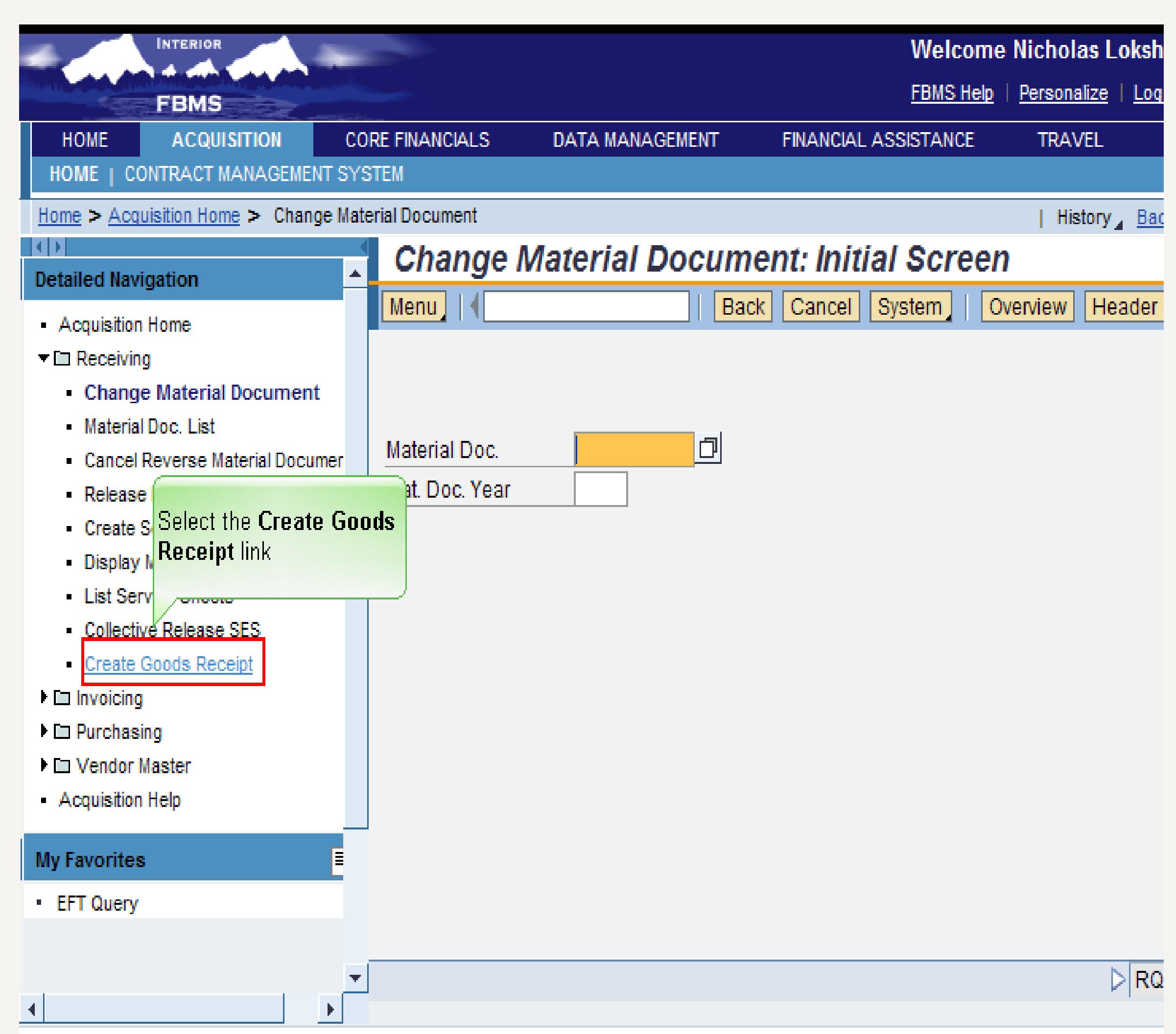
How do I get there?

In the first tab:

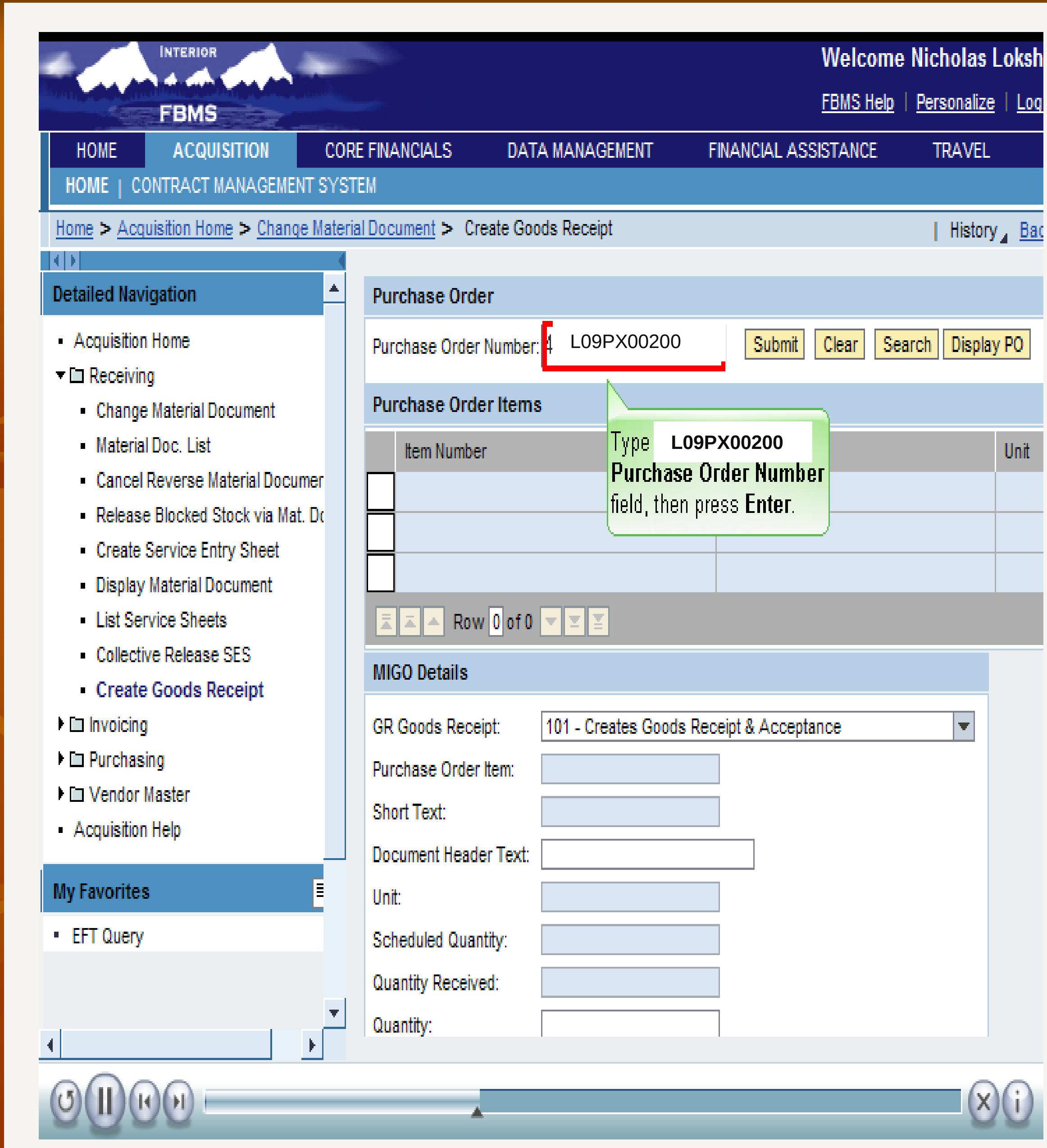
1. Click on Home
2. Click on My Tasks
3. Click on Inbox
4. Click on Workflow



How do I Create a Goods Receipt?



1. Log onto FBMS at www.fbms.doi.net
2. Username = Active directory logon +blm.gov (i.e., jdoe@blm.gov)
3. Password = Active directory password)
4. Click on Acquisition
5. Click on Receiving
6. Click on Create Goods Receipt.

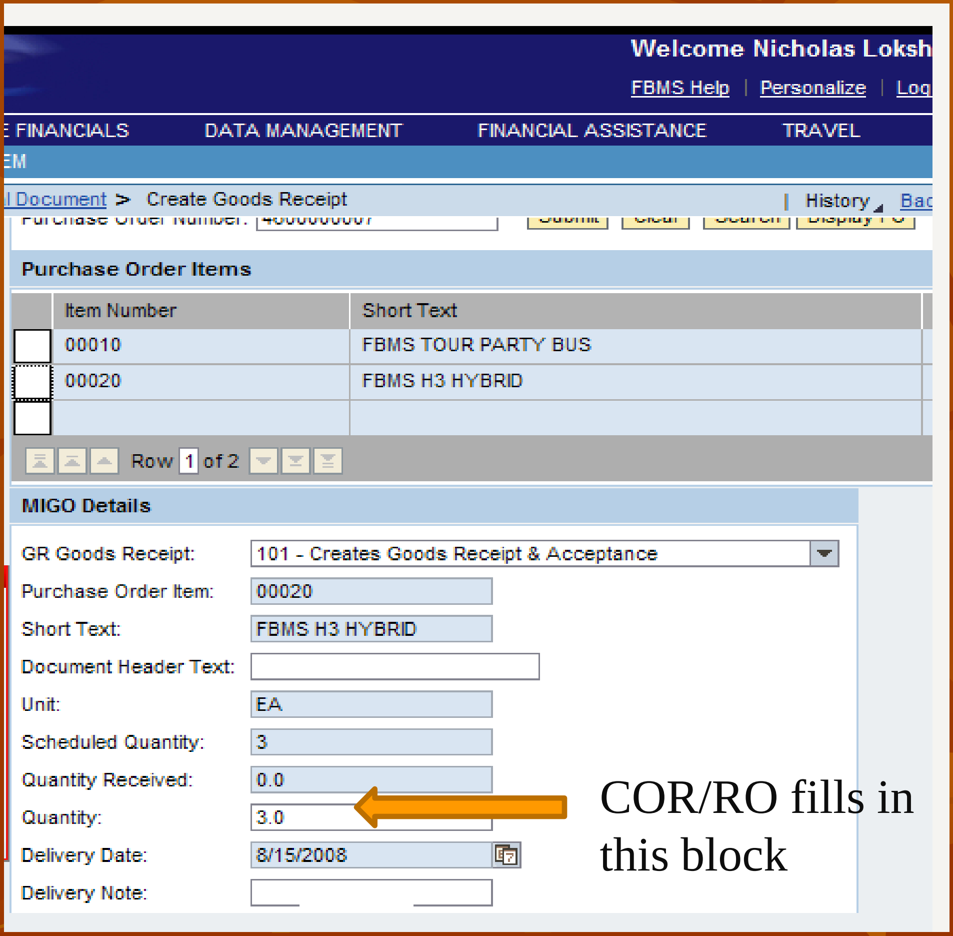


On this screen you will enter the purchase order number

The rest of the details will populate.

What to pay attention to:

- You will be accepting for one line item at a time. Select the line item and look at the MIGO Details Section
- Look at:
  - GR Goods Receipt
    - Defaults to 101 and This represents a Movement type.
  - Scheduled Quantity
  - Quantity Received
  - Quantity
    - Enter the actual qty Received.
      *OPTIONAL: Enter a Delivery Note



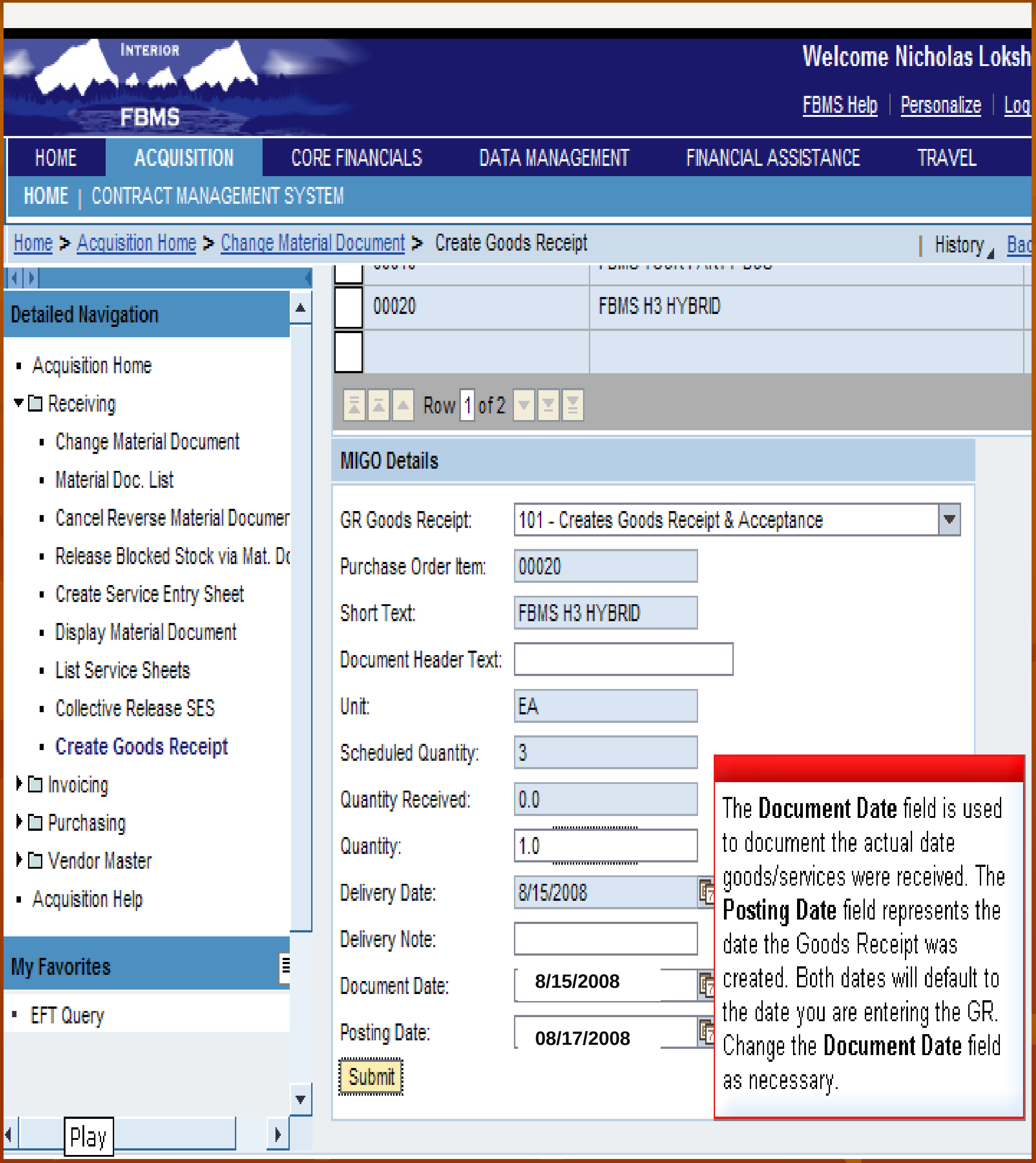
Remember:

<u>Document date</u> must equal the actual acceptance date of the goods/supplies.

Posting date is the creation date of the goods receipt.

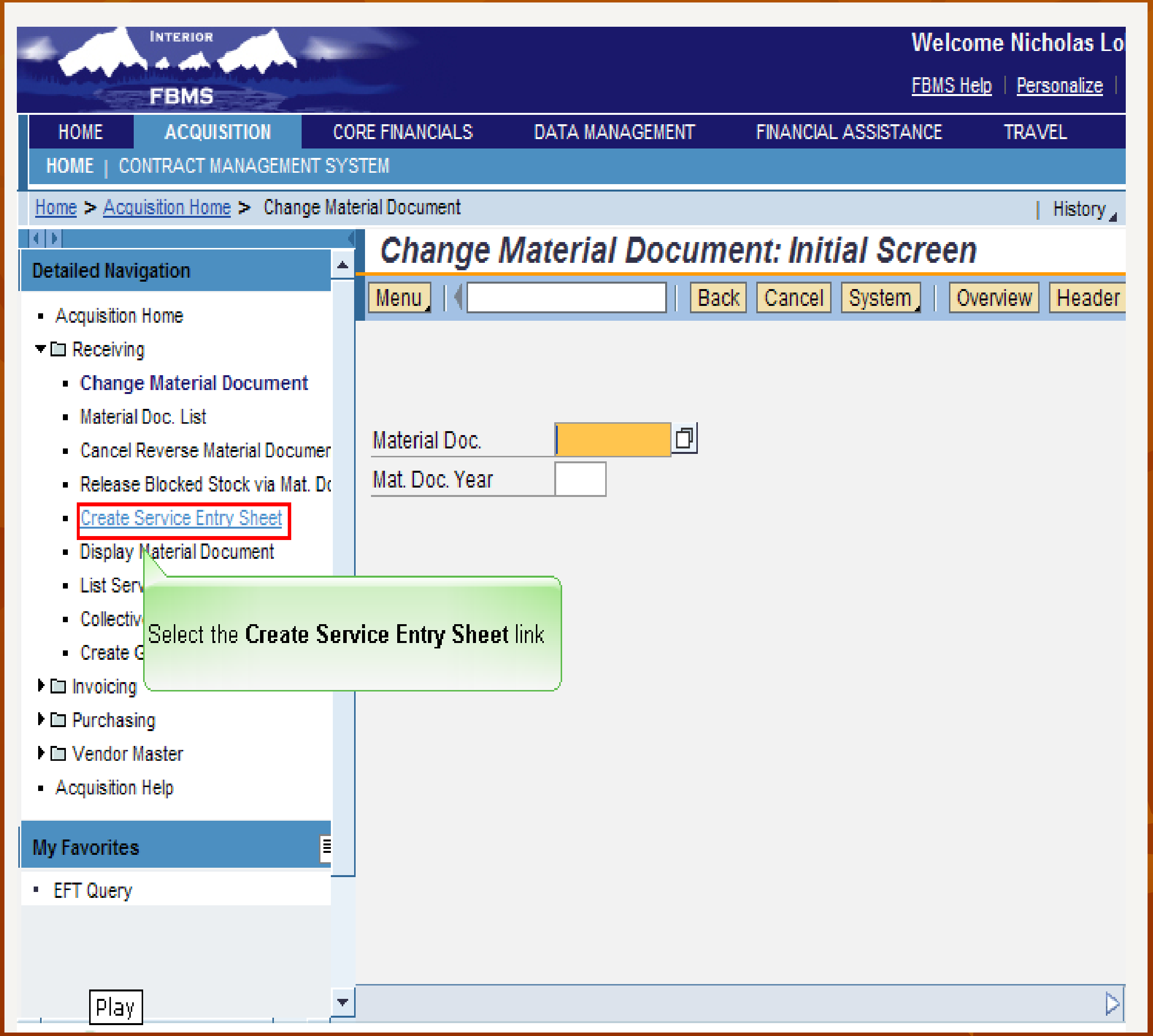
Note: Any fields that are greyed out cannot be changed and come from the Purchase Order

And then Press Submit

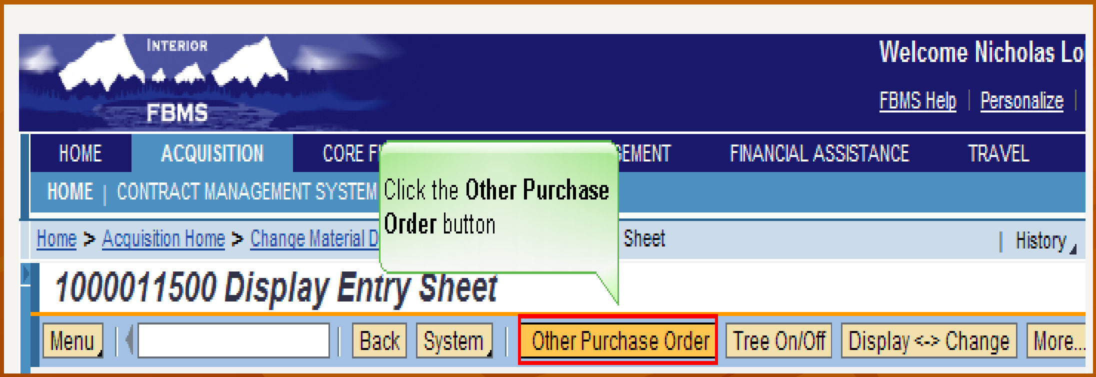


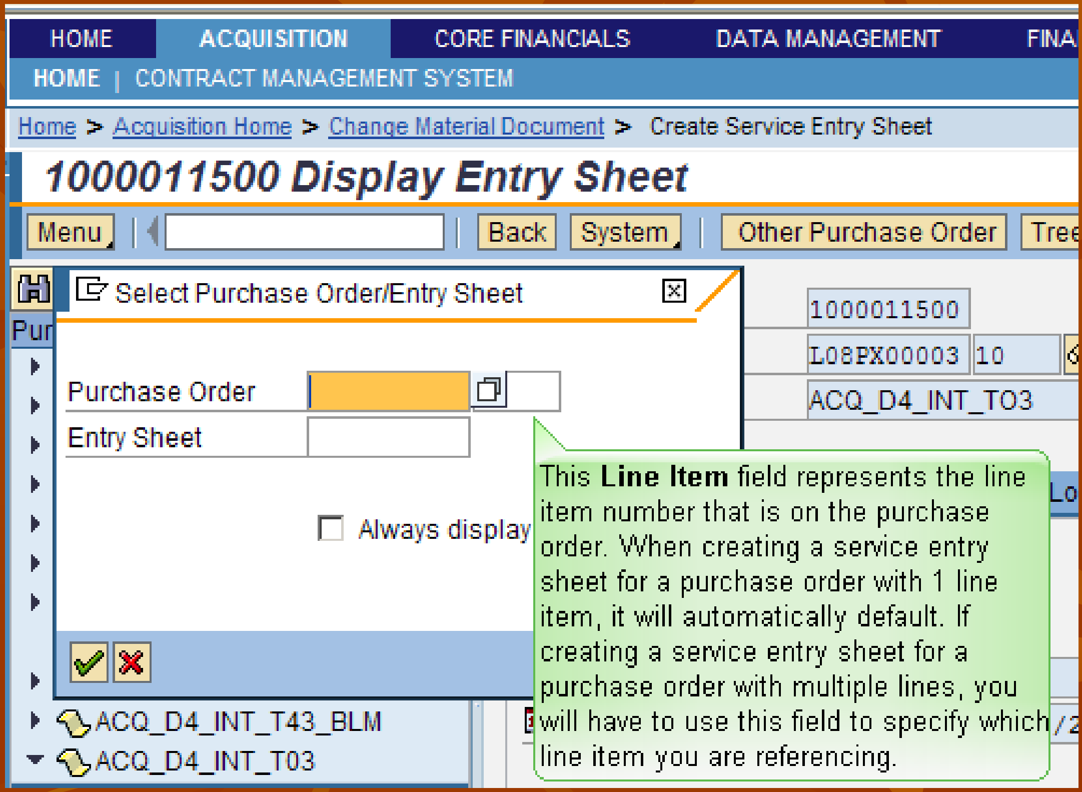
How do I create a Service Entry Sheet?

1. Click on Acquisition
2. Click on Receiving
3. Click on Create Service Entry Sheet.



- Remember:
  - Change your purchase order number!
  - On the new dialog box put the correct purchase order number, if the line item is applicable then click the continue (hint: it's the green check mark.





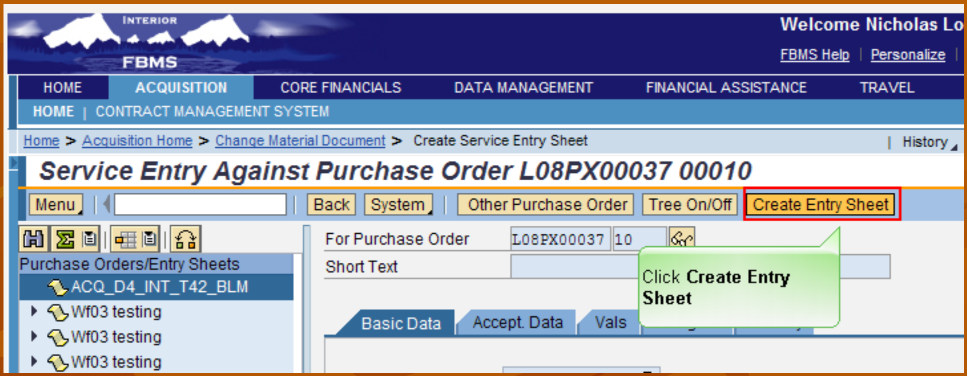
How do I know which line item to Receive?

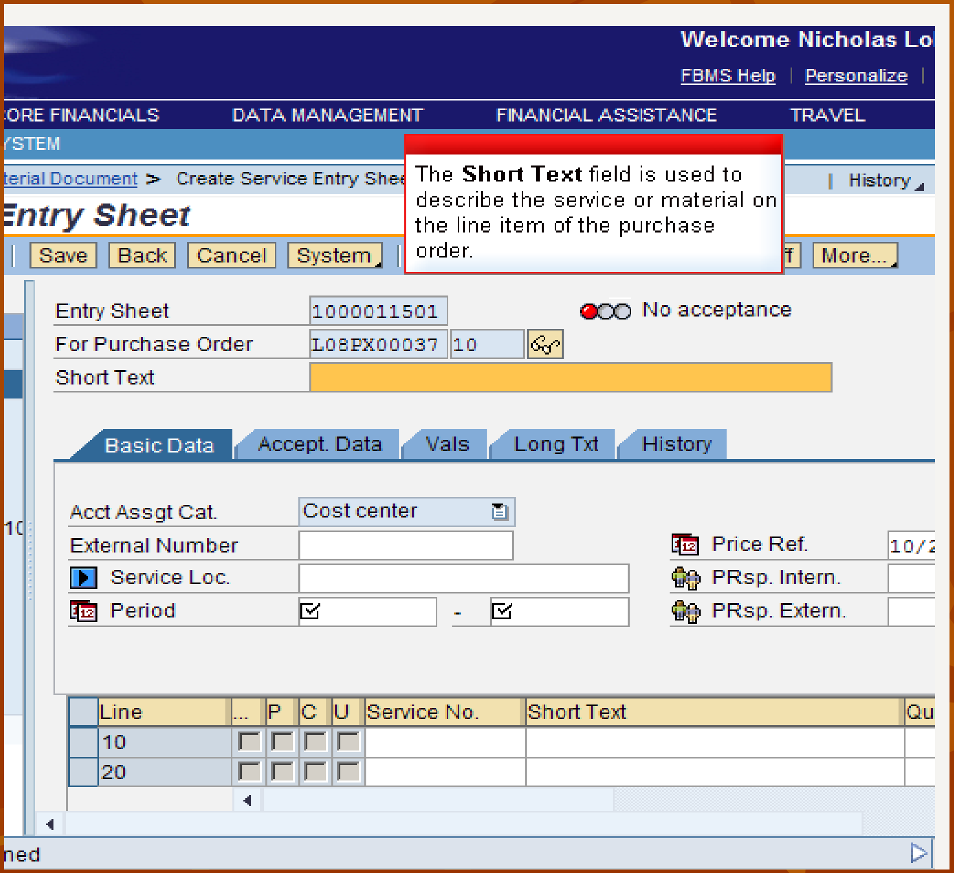
- Click on Acquisition
- Click on Purchasing
- Click on Display Purchase Order
- Enter the Purchase Order Number
- Click on the File Folder to the right
- Select Display Purchase Order History
- Click on Item Detail for each line.

OR Run an EMIS report

- Click on EMIS
- Click on BEX Portfolio
- Select the BLM Folder
- Select the Acquisition Reports Bureau Wide Folder
- Select UDO v2 w/line item report
- Select Variable Screen
- Enter the relevant PO #
- Click Execute

- After you've input the Purchase Order Number then you click Create Entry Sheet.



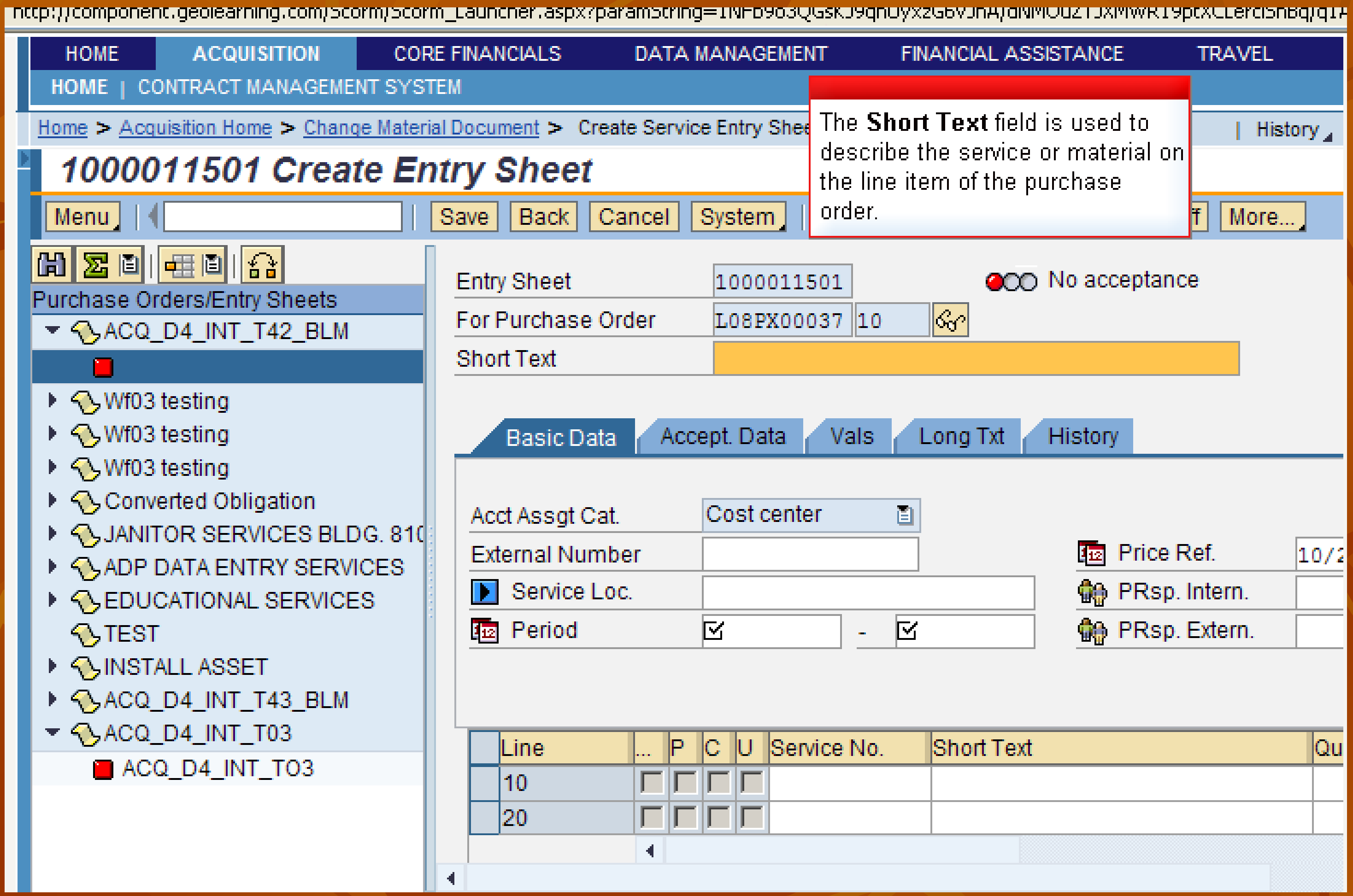


- Next you enter short text about what service was received be sure to include the Invoice number

Other Information Required:

- Service Location is optional
- Period is the dates of service (actual) – both from and to for this SES.
- Short text under the basic data tab is a short description of what was received (copy and paste from description above).
- Quantity = 1 AU (Activity Unit).
- Gross Price – basic price before any discounts or other charges for this SES.

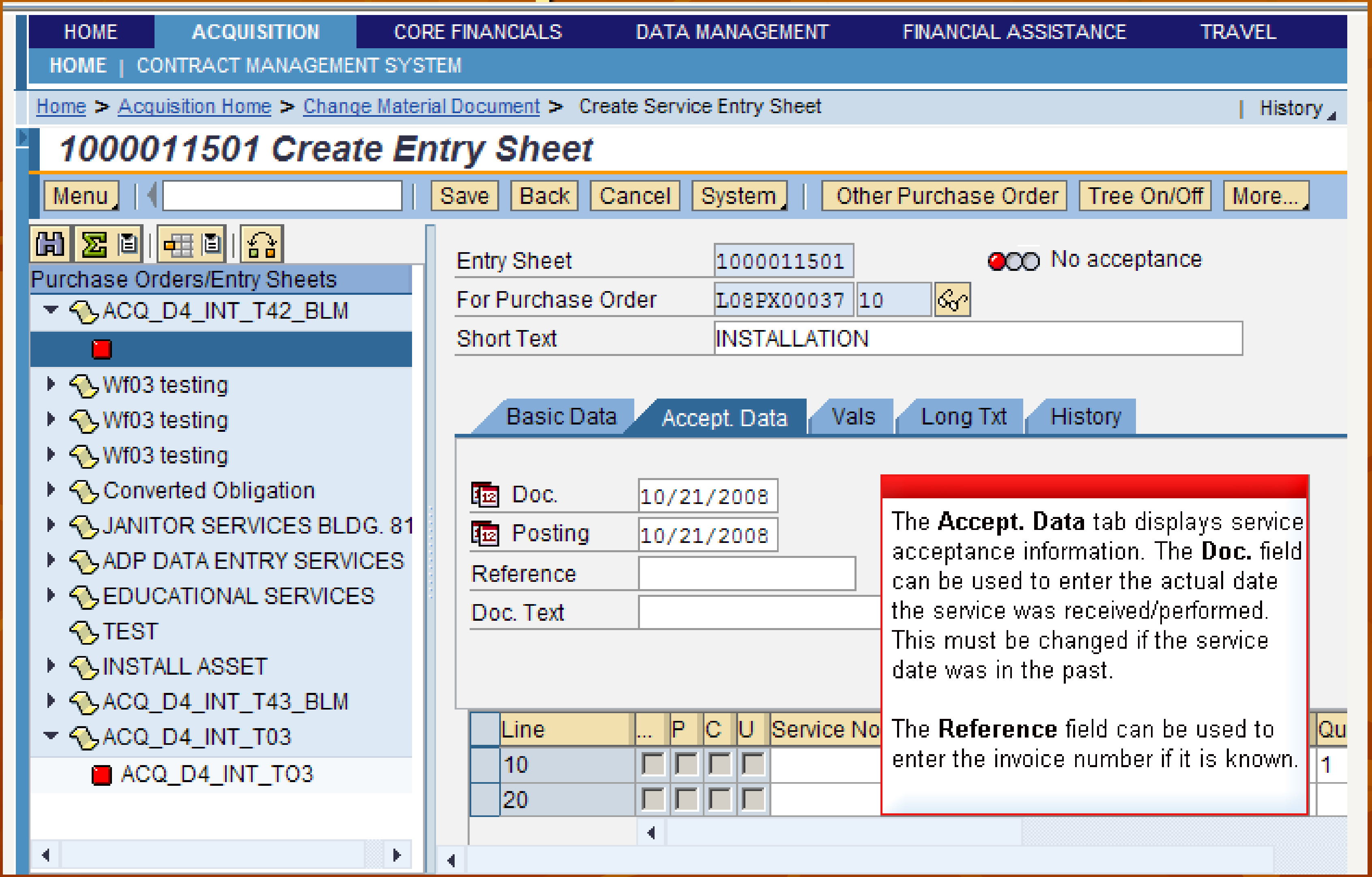
Basic Data Tab



Other items:

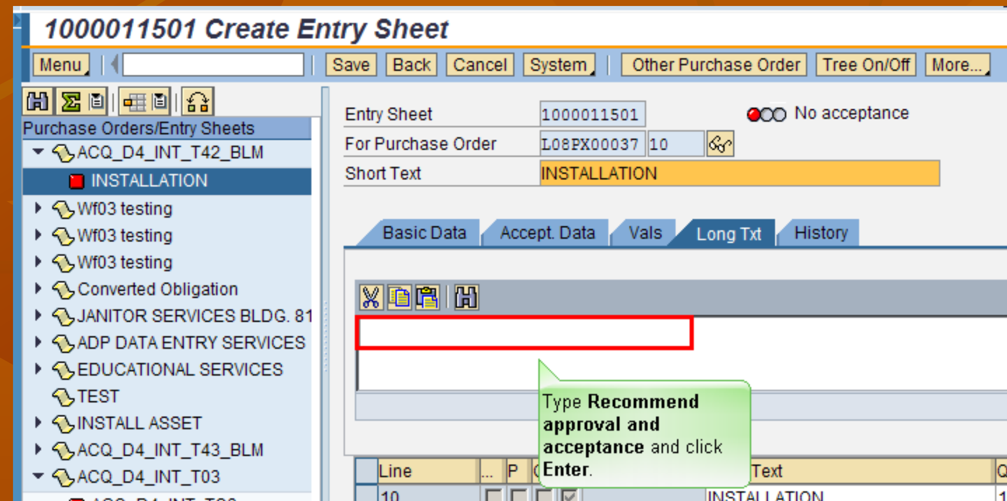
- Accept Data Tab
  - Doc Date: Must change the field to your acceptance date
  - Posting Date: Creation of the SES
  - Reference Field: Enter theVendor Invoice number

Accept Data Tab



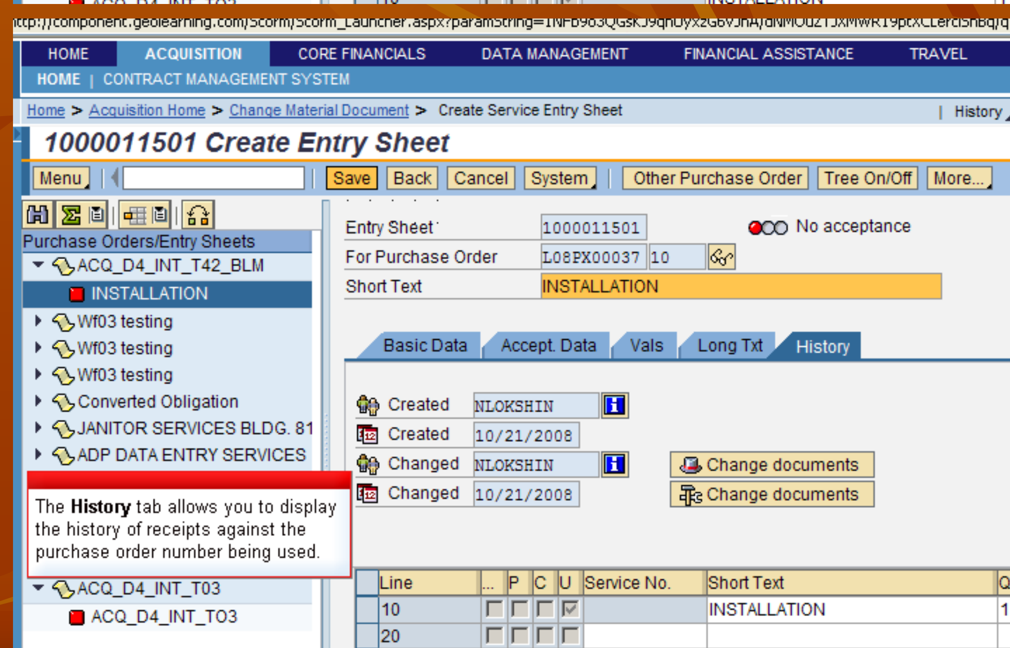
Other Tabs

Long Text for more comprehensive description



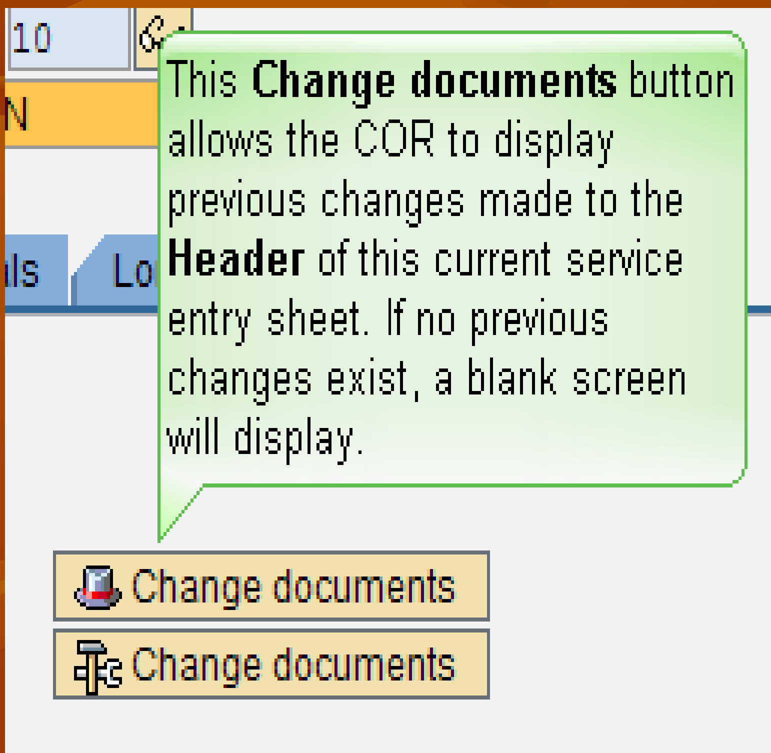
History Tab

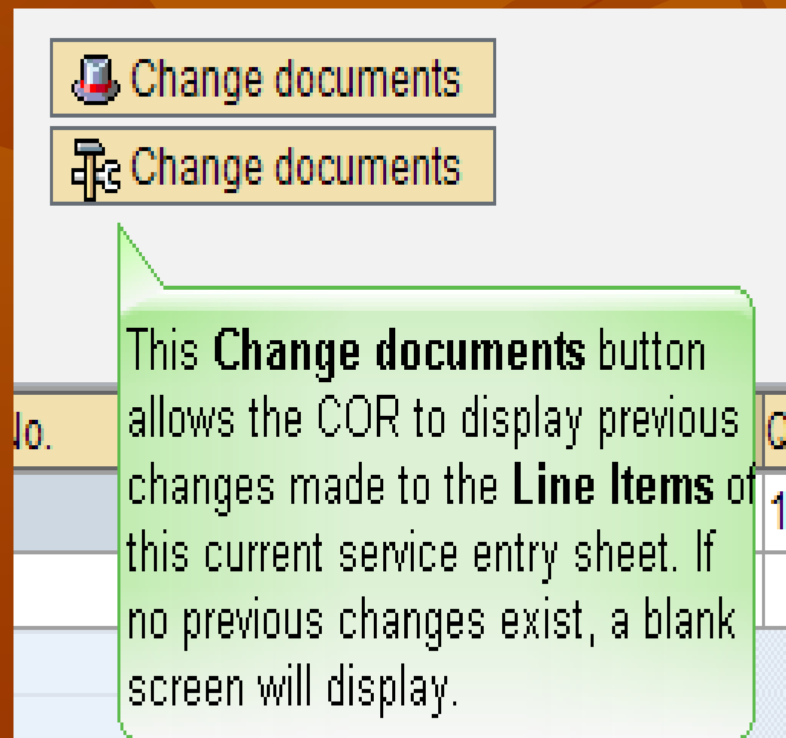
History Tab to look at receipts against the purchase order



Anything Else?

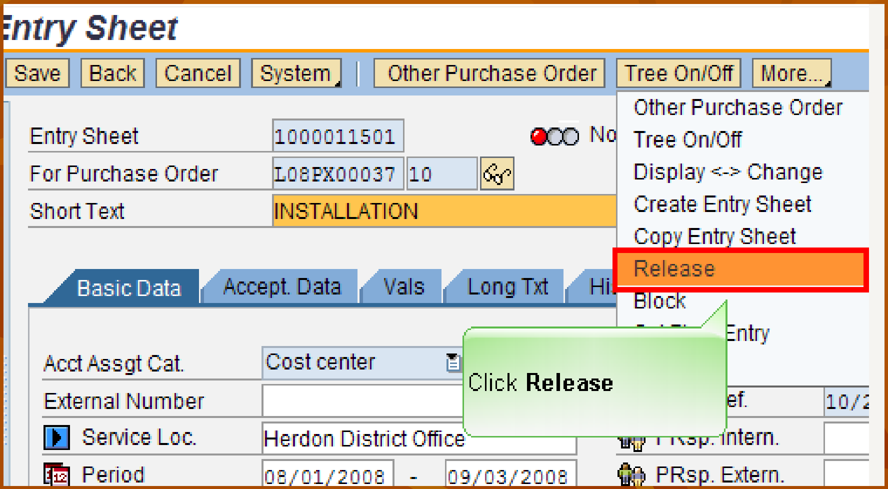
- Two buttons called Change Documents

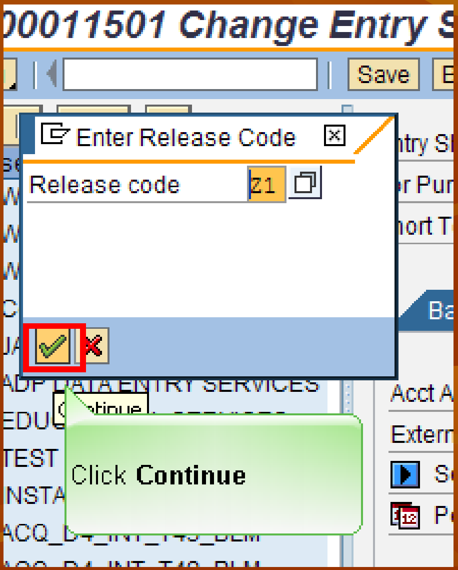




Next Steps

- Be sure to click SAVE
- Pay attention to:
  - See the red light next to no acceptance. You have to release this sheet.
- To do this:
  - Click Display/Change
  - Click More
  - Click Release
  - Release code is Z1
  - Click Continue (the green check mark changes the light to Yellow)
  - Click Save (the yellow light has changed to green!)



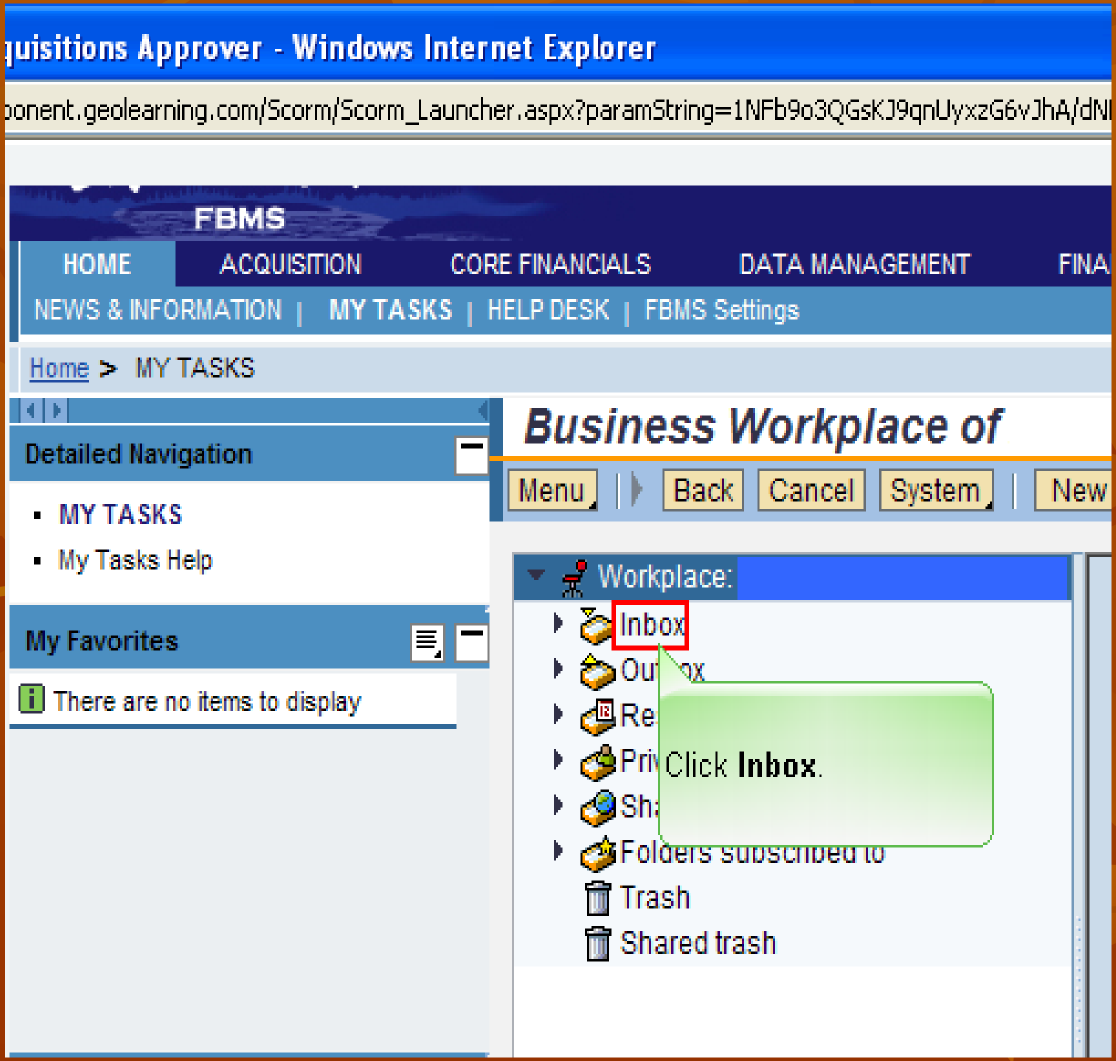


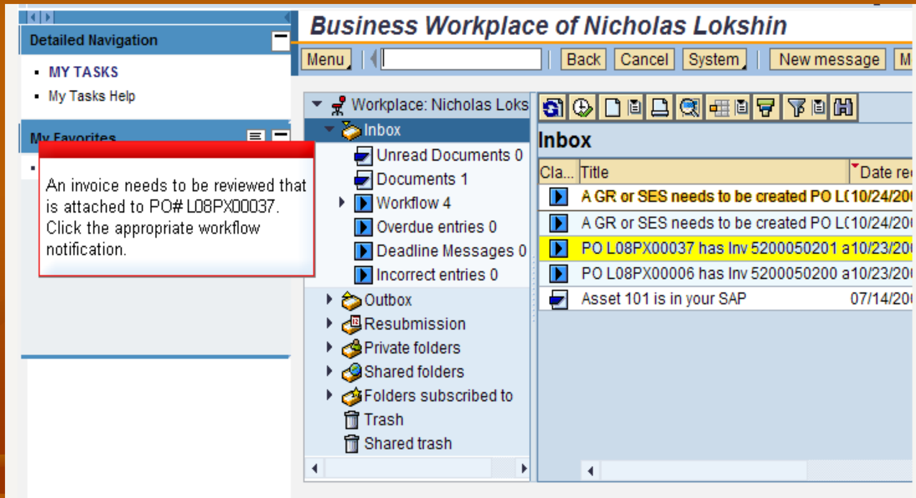
What happens if?

- An invoice is received and I’ve entered a GR/SES?
  - You will enter workflow to approve the invoice.

How do I get there?

1. Click on Home
2. Click on My Tasks
3. Click on Inbox
4. Click on Workflow





You'll see this screen and will highlight and double click the message notification you need to approve.

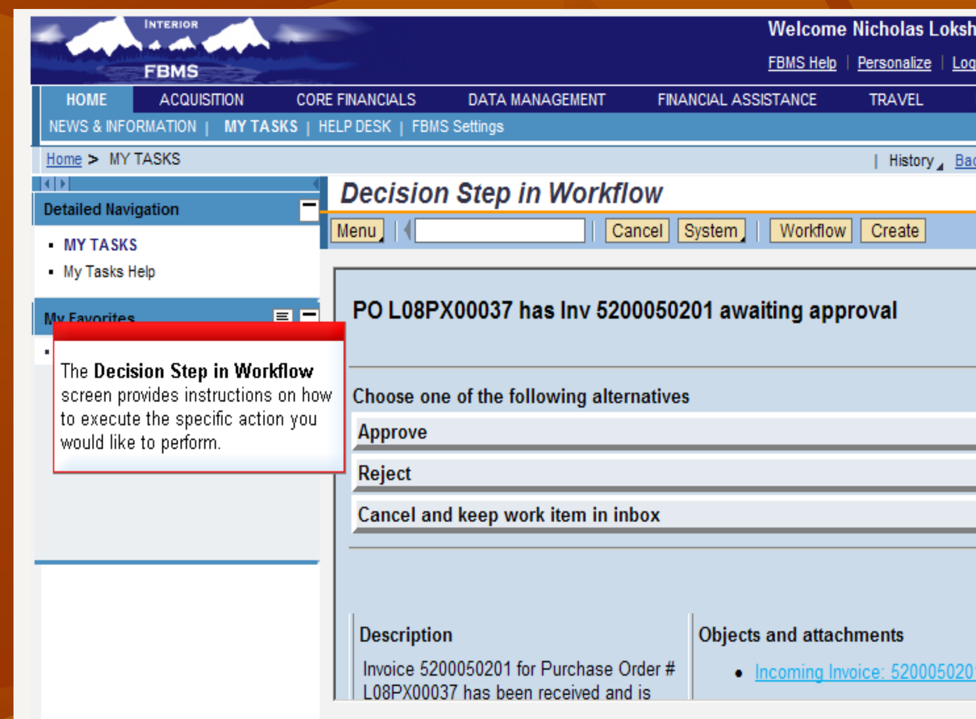
The decision step will always tell you what needs to be done and what options you have:

Approve

Reject

Cancel and Keep

You can also see the invoice referenced by clicking the link to the right



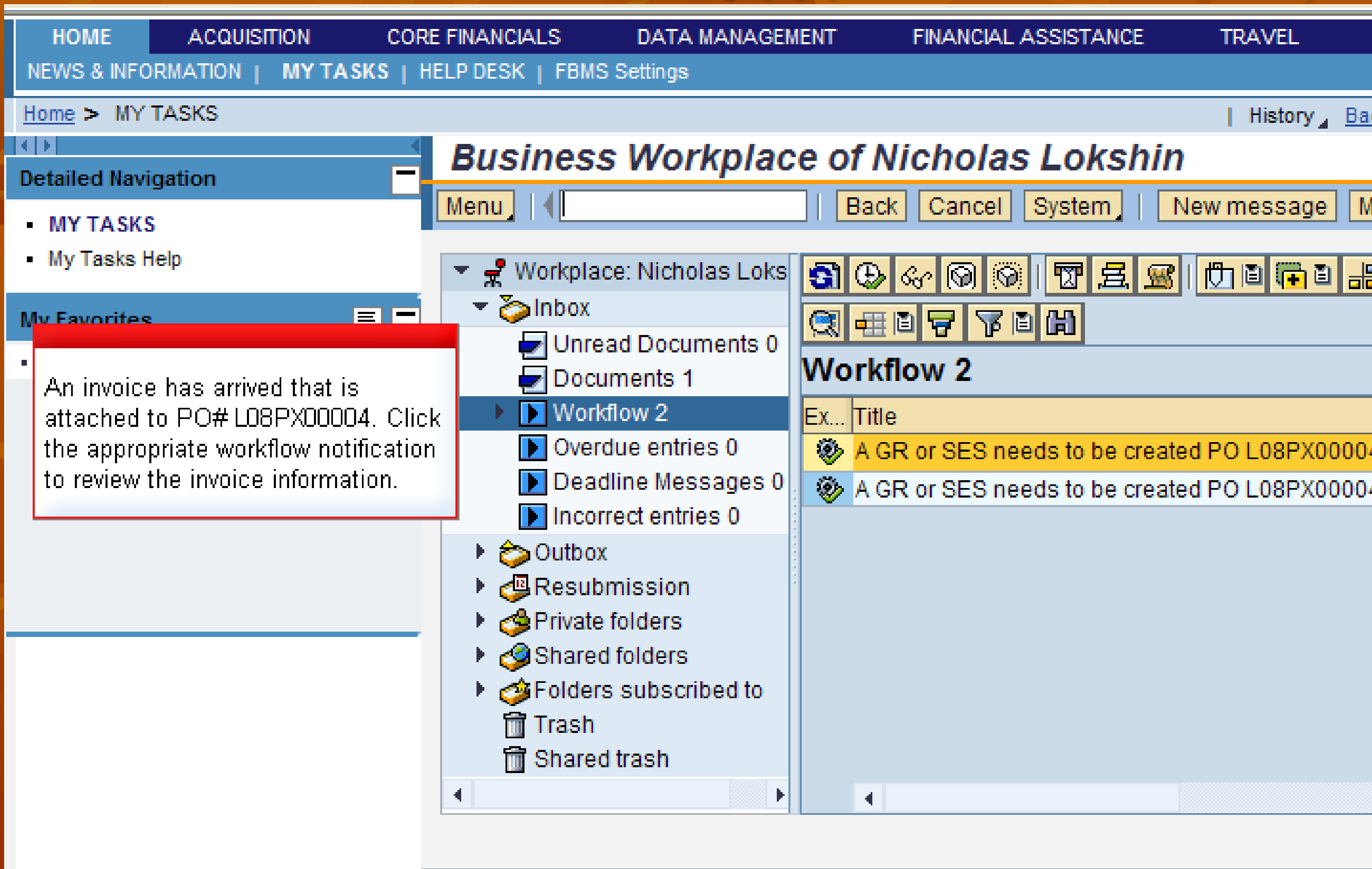
Once I've Viewed the Invoice what do I do?

- Click Cancel on the Screen to return to the Decision Step.
- Click approve or reject
- If you reject put in explicit information as to why you are rejecting it.
- If you hit the cancel and keep button you will have to return to the task to either approve or reject the invoice at a later time.

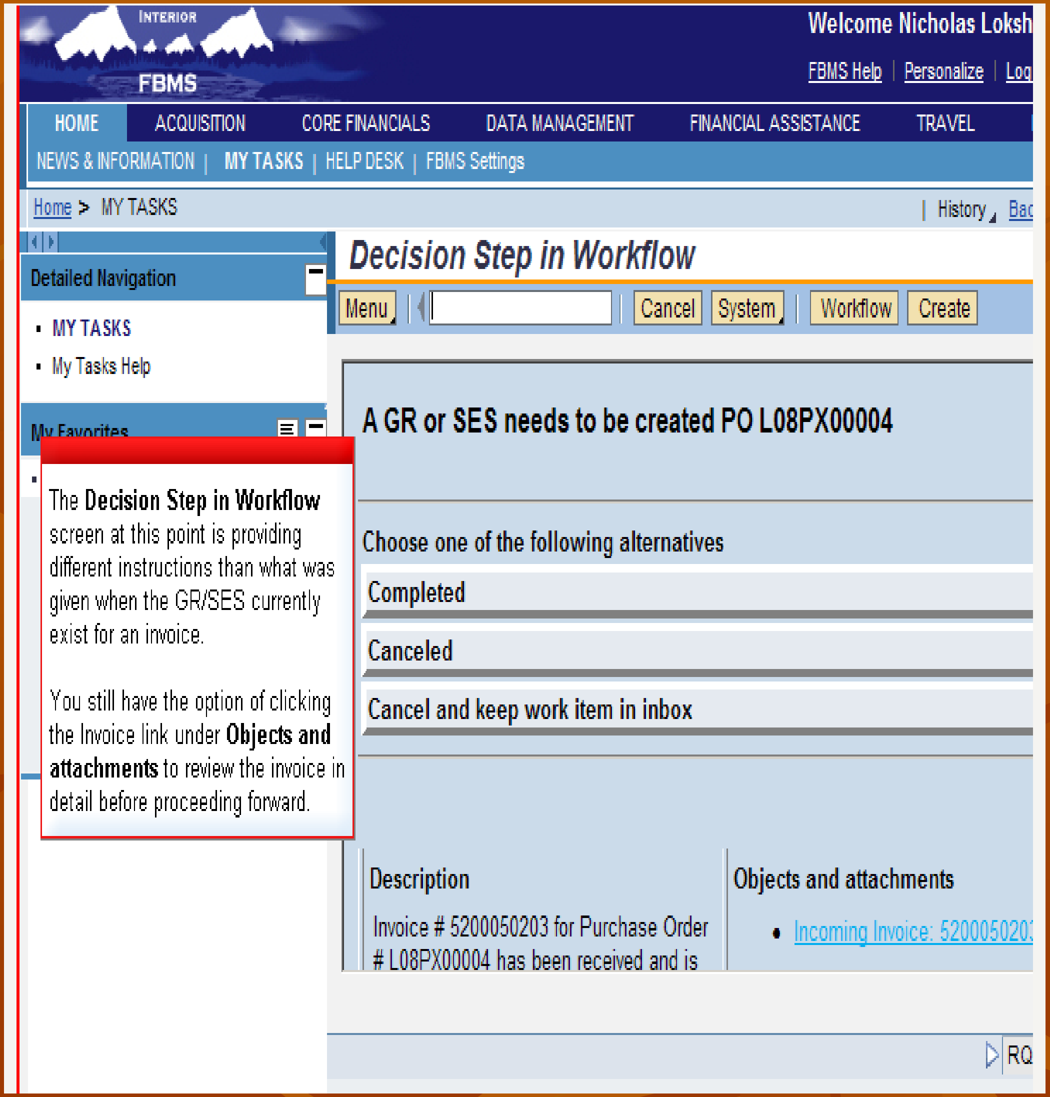
What happens if?

- An invoice is received and there is no GR/SES entered?
  - You receive an email telling you to go in and create a GR/SES.
  - You will enter my tasks and open the task to review the invoice.
  - The steps to enter workflow are the same as before but the decision work steps are different.

The Workflow Message Looks like…



- You still get the general information and the requirement you need to complete.
- You cannot select completed until the GR/SES has been entered and released/approved!
- To complete the GR/SES follow the steps previously outlined.



- After the GR/SES has been completed you will mark Completed on the task decision step and this signals accounts payable to post the invoice.
- If you hit cancel you must enter a reason why you are cancelling the invoice and not willing to do a GR/SES. This signals AP tech to either reverse the invoice or correct it.
- If you hit cancel and keep in inbox the task will remain in your inbox and you will need to come back and take action at a later time.

What Happens If I Make a Mistake:

Some Numbers you need to know:

- Goods Receipt Movement Types:
  - 101 – Create/Approve Goods Receipt (Create and Approve at the same time (DEFAULT)
  - 102 – Reverse 101
  - 103 – Create Goods Receipt Only (For acceptance later)
  - 104 – Reverse 103
  - 105 – Create Goods Receipt Acceptance Only (when you created with 103)
  - 106 – Reverse 105

Utilize these numbers to…

- Back out a goods receipt.
- You will reverse the quantity and then do a new receipt for the correct quantity.
- For a service entry sheet you will follow the quick and easy SES Entry and Release Guide (begin on page 13).

Remember:

Your part in this process is important!

We cannot pay the vendors without you

We cannot accept over deliveries

We cannot maintain accurate records without you.

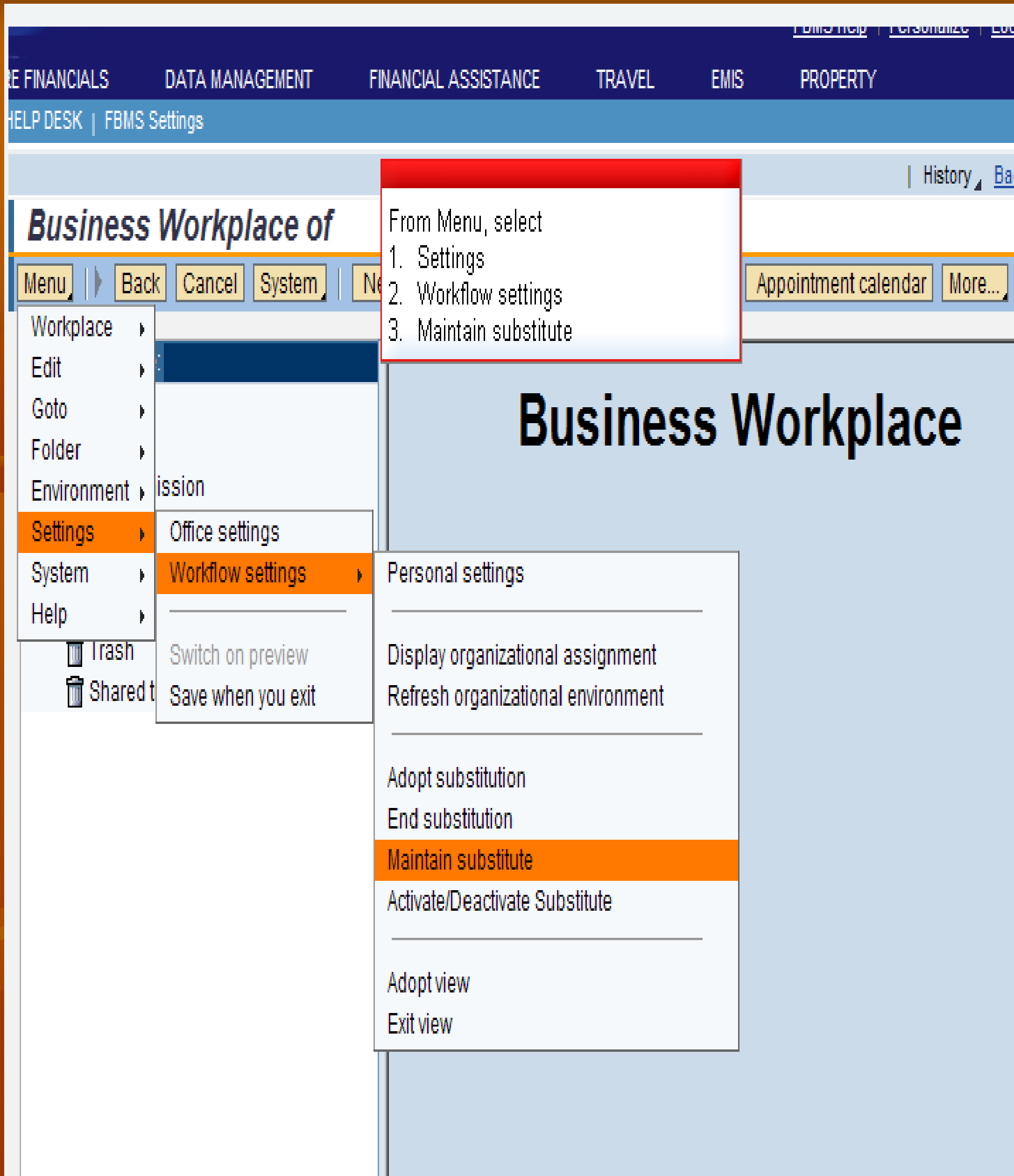
You as Receiving Official/COR are a vital part of the process with ensuring that invoices for goods and services are accurate and complete and that they are acceptable for payment.

So I am an important part, but what if?

You can establish a “substitute” for yourself.

Substitutes can be established for the length of time you are going to be gone and can be disabled should you return before hand.

It is really important you establish your substitutes before you leave the office so that business can proceed even when you are gone.



To get there:

1. From the portal click on Menu
2. Click on Settings
3. Click on Workflow Setting
4. Click on Maintain Substitute

5. REMEMBER:
   A substitute must have the same role mapping as you to fulfill that role for you!

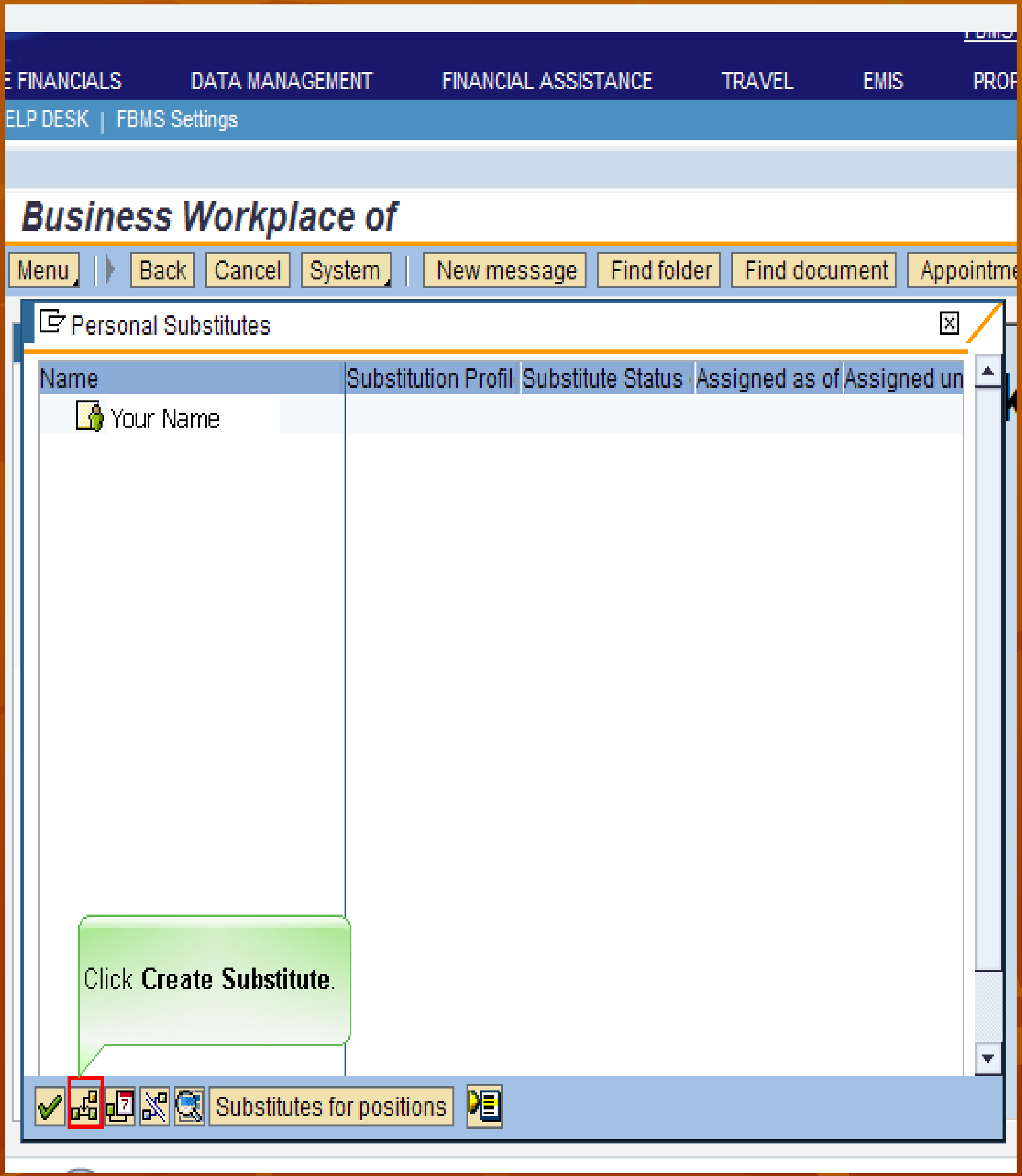
You'll see your name , be sure to highlight your name, and you will click the Create Substitute Button as shown below.

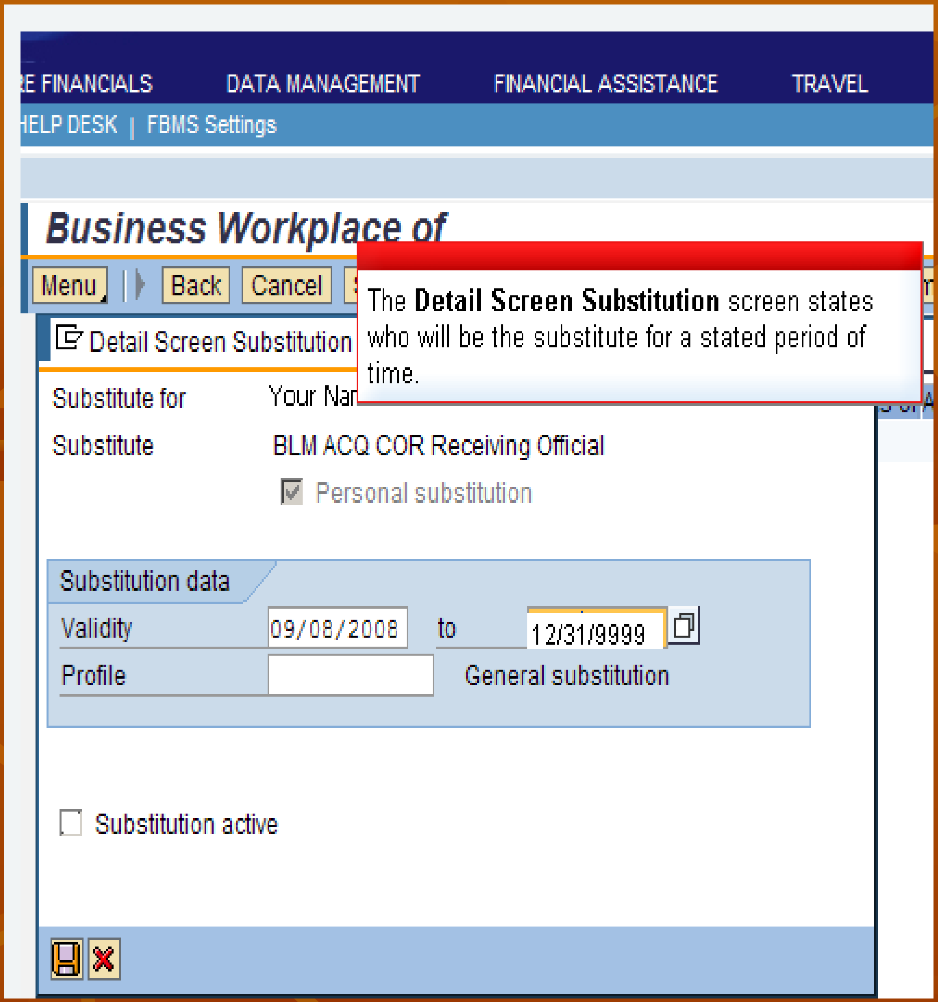
A search dialog shows up and you can utilize the wildcard (*) to help you search for your substitute.

i.e.. *NEL* will find all those entered into FBMS who have that string of letters in their name.

Once the list appears, select the name by highlighting it.

Don't forget to click the green check mark (continue)





Validity = period during which you want them to substitute.

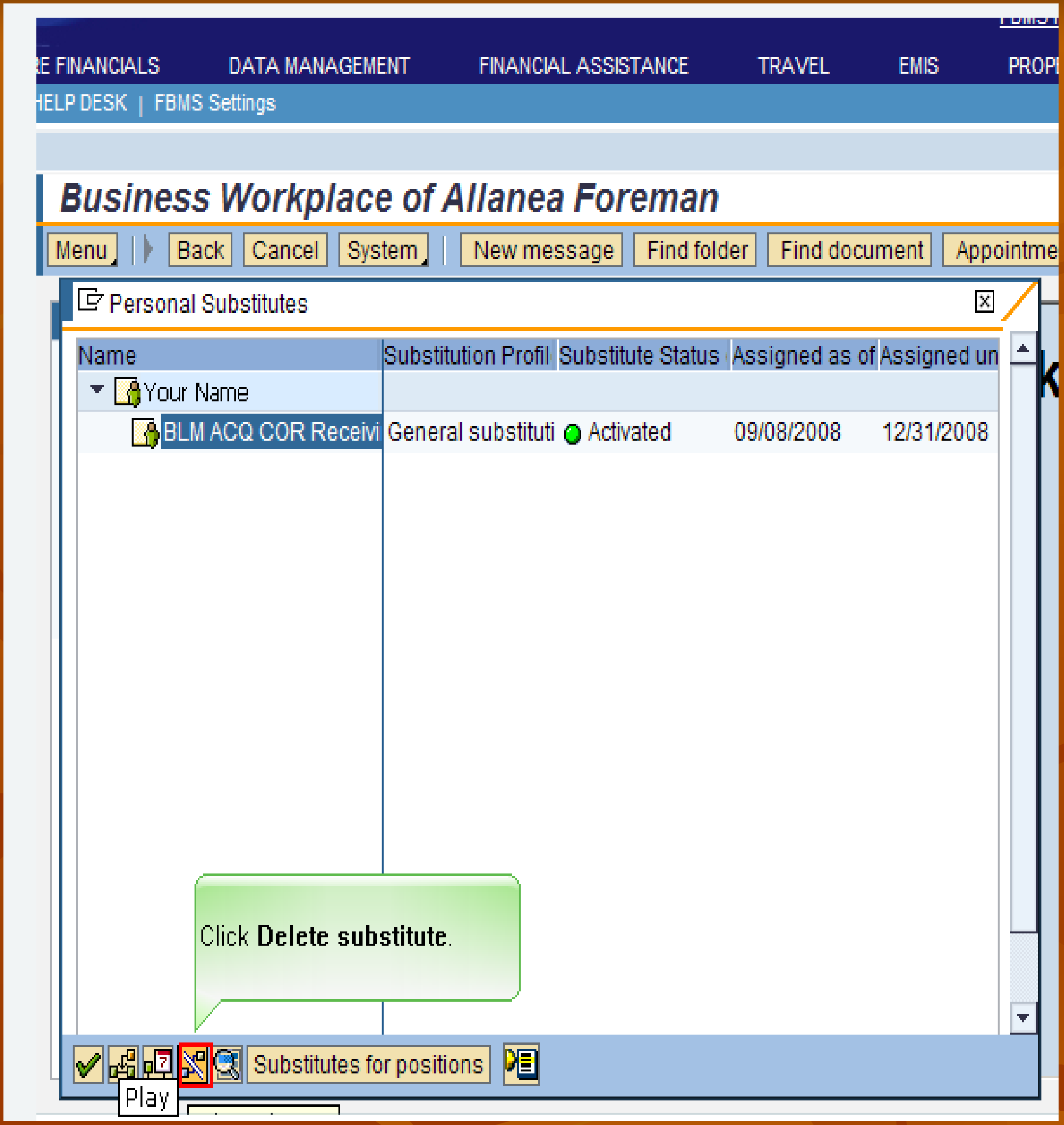
Once you've selected your dates be sure to check the substitution active box and click the disc symbol to save.

The proxy will automatically expire upon the last date of validity but if you return earlier you can simply go back to the workflow settings and click end substitute and then….

Select the name of the substitute and click the delete substitute button.

OR

If you want you may leave the substitues name in the list and simply end the substitution until you need them the next time.



If I have questions?

Please review your training materials.

Please use the on-line help in FBMS – Click on Acquisition > Acquisition Help > Work Instructions

Please view AQ Notification/News area –(Click on Acquisition – and see the postings under AQ Notification/News.

Please view the BLM FBMS ALL users sharepoint site: http://teamspace/sites/fbmssteer

Please request assistance from your FBMS ACQ SuperUser (generally your State/Center/WO Procurement Analyst

IF you still can not resolve your issue please submit a HelpDesk ticket (by Email: FBMS_HelpDesk@nbc.gov (be specific and include every detail) or from the portal create a helpdesk ticket – Click on Home (top level, dark blue band) > HelpDesk >Submit a Request for HelpDesk Support. To View your tickets and status thereof click on Fetch Ticket Status